



5 December 1994

## Information Management

**RECORDS DISPOSITION-PROCEDURES AND  
RESPONSIBILITIES**

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OPR: 10 MSS/IMD (Roger Young)  
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AFI 37-138, 31 March 1994, is supplemented as follows:

When a prescribing directive conflicts with disposition standards in AFR 4-20, Vol 2 (**projected to be AFMAN 37-139**), contact the Records Management Branch (10 MSS/IMD) for clarification. Retain the records in question pending resolution. When writing local publications (operating instructions, instructions, supplements, etc.), do not include records retention or disposition instructions.

**3.2.2.1(Added). Records of Historical Value.** Records which may have a significant impact on the history of the USAF Academy must be made available for microfilming and inclusion in the holdings of the Special Collections Division (HQ USAFA/DFSELSC). These documents include, but are not limited to, precedent files, special projects, and other documents reflecting policy formulation. Records Custodians will notify HQ USAFA/DFSELSC of any documents that may fall into this category. Personnel from HQ USAFA/DFSELSC will review the documents and, if considered of value, charge them out from the office of record, have them microfilmed, and return them in their original file arrangement to the office of record.

**Table 3.1., Note 2. Approval is granted to follow this procedure.**

**Table 3.1., Note 6. Permission is granted for offices of record to retain records in their current files area for 2 years if the volume is 1/2 cubic foot or less, and provided additional filing equipment is not required. If reference requirements justify, submit a request for a waiver to retain records in the current files area for the full retention period of up to 8 years. Submit the request, using the format at attachment 1, through your Functional Area Records Manager (FARM) to 10 MSS/IMD. Approved waiver must be revalidated every 2 years.**

**3.10.1.** Upon expiration of the retention period, process exposed X-rays and other types of film which have been determined to contain recoverable precious metal in accordance with USAFAI 23-501 (formerly USAFAR 67-1), *Precious Metal Recovery Program (PMRP)*.

**3.10.2.1.** Do not destroy unclassified magnetic tapes. Erase and reuse them if possible. When no longer usable, send such material to Educational Visual Services (HQ USAFA/DFEV) for disposition. Reuse

reels and cassettes, and salvage portions of the tape or film. Destruction of magnetic tape and film will be at the discretion of qualified technicians at DFEV, only if the tape or film is beyond salvage, and disposition is authorized by AFR 4-20, Vol 2. Process films bearing recoverable precious metal in accordance with USAFAI 23-501. Disposition of Privacy Act Material: On the Academy, paper products should be disposed of through the Academy recycling program by placing the Privacy Act material in the white containers labeled "Office Paper" at designated pickup points. Clearly mark the material as Privacy Act. Originators must safeguard Privacy Act material until it is transferred to the recycling bins.

**3.10.2.1.** When records are transferred from one office of record to another, the transferring office will prepare four copies of SF 135, **Records Transmittal and Receipt**. The receiving office will sign the SF 135 and retain one copy for its files. The transferring office will retain one copy and furnish one copy to the FARM and one copy to 10 MSS/IMD. The receiving office will add the records to its file plan; the transferring office will delete the records from its file plan.

**6.1.1.1.** White Tuck Bottom Boxes (NSN 8115-00-117-8249) will be used for records placed in the USAFA Records Staging Area in quantity of more than 1/2 of a cubic foot. Do not seal the bottom with tape as it is self-sealed when records are inserted. **DO NOT** mark on the boxes.

**6.6.1.** For shipments to the USAFA Records Staging Area, 10 MSS/IMD will issue detailed instructions after we review and approve the SF 135.

**6.9.1.** Before shipment to the USAFA Records Staging Area, prepare one copy of the SF 135 using the following information as a guide. Complete as follows:

**Block 1.** 10 MSS/IMD Records Staging Area

**Block 2.** Enter the name of your Records Custodian or FARM.

**Block 3.** Enter the name of your Records Technician.

**Block 4.** Leave Blank.

**Block 5.** Spell the name of your office out and type the following statement into the block: The Academy Library, Special Collections Branch, may/may not (whichever is appropriate) have access to and authority to remove items from this shipment for microfilming and possible retention of the hard copy of records listed on this form.

**Column 6(a), (b), and (c).** Leave blank

**Column 6(d).** Indicate how many boxes you intend to stage, e.g., 1, 22, 37, or 73. Also, if you intend to stage bundles, indicate 1/12, 3/12, 5/12, etc.

**Column 6e.** Any shipments that are less than one full box should be listed as "bundle." If you are shipping more than one box, you must indicate as follows: 1/5, 2/5, 3/5, 4/5 & 5/5.

**Column 6f.** List only one record series and table and rule from AFR 4-20, Vol 2, per SF 135. This series should be exactly as your Files Maintenance and Disposition Plan. **DO NOT** intermingle different year records on the same SF 135. Double space between each box entry. If the series is a system of records falling under the Privacy Act, add the following statement at the end of the series description "The Privacy Act Applies."

**Column 6h.** Indicate the total retention period from column D of the cited table and rule (e.g., 3 years, 5 years, etc.).

**Column 6i.** Be sure to cite the proper disposal date in this column. Refer to the current AFR 4-20, Vol 2 to make sure the disposition schedule has not changed.

**Column 6(j), (k), (l), and (m).** Leave these columns blank. Forward your SF 135 to 10 MSS/IMD for review and approval prior to taking any records to the Staging Area. Upon approval, 10 MSS/IMD will assign shelf space numbers and return your SF 135 along with detailed instructions for packaging and identifying each box or bundle and its contents.

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**7.2.1.** Transfer records to the USAFA Records Staging Area, located in the north end of building 8110, as soon as possible after the end of the year in accordance with the following schedule:

<b>Cut Off</b>	<b>Transfer Period</b>
Calendar Year	After 1 January but no later than 30 January
Fiscal Year	After 1 October but no later than 31 October
Academic Year	After 1 July but no later than 31 July

The USAFA Records Staging Area is open on Tuesdays and Thursdays from 0730 to 0930. Notify 10 MSS/IMD prior to taking large shipments to the staging area. Contact 10 MSS/IMD for emergency reference service.

**7.9.2.2** In order to consolidate USAFA shipments to a federal records center, records to be shipped should be delivered to the staging area by 30 January.

**Attachment**

**SAMPLE RETENTION OF RECORDS WAIVER LETTER  
DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY  
USAF ACADEMY COLORADO**

**MEMORANDUM FOR 10 MSS/IMD**

**FROM:**

**SUBJECT:** Retention of Records Waiver

1. Request permission to retain (Title of Record Series), Item Number \_\_\_\_\_ on our File Plan, dated \_\_\_\_\_, the full retention period (\_\_\_\_\_ years), as established by AFR 4-20, Volume II, Table \_\_\_\_\_, Rule \_\_\_\_\_. Additional space and/or equipment will not be needed.
2. Justification for the requested retention is as follows:
3. The records will be destroyed or salvaged at the end of the designated retention period.

\_\_\_\_\_  
Records Custodian Signature

**SAMPLE RETENTION OF RECORDS WAIVER MEMORANDUM**

RUSSELL F. WILEY, Major, USAF  
Chief, Information Management Flight, 10th Mission Support  
Squadron